

## **Hamlet at Fountain Greens Association, Inc**

**Annual Meeting – Homeowners – February 15, 2017**

### **Goodwill Community Meeting Room**

**Location – 630 24 ½ Road**

President Tom Haas brought the meeting to order at 6:20 pm. He introduced himself as President, Hermie Fox as Vice President, Sue Parks as Secretary/Treasurer, and Gerri Coffey as member of the Board. Tom introduced Judy Brock, Barbara Cotting and Dan Dykstra as the CCR review/update committee. Tom mentioned the committee and the Board of Directors spent many hours keeping the process moving through the year. A short time later, Tom introduced Linda and Loran Dake as the office managers/bookkeepers for the HOA.

Tom asked Sue if we had a final count of members and proxy's present. Sue announced that we have twenty four (24) units represented in attendance, and twenty seven (27) proxies in hand, the total number of units represented is fifty one (51). Tom mentioned a sixty seven percent quorum, forty five (45), is needed to vote on the CCR and Bylaw changes, good news, we have a quorum.

#### **2016 Annual Meeting Minutes:**

Tom asked the members if they had a chance to read the minutes from last year's annual meeting and if anyone had any questions, comments or corrections. Being none, Bill Needham made a motion to accept the minutes as written. Sue Parks seconded the motion and the motion passed unanimously.

#### **Call for Membership vote on Updated Declarations and Bylaws:**

Tom reminded the members that the Updated Declarations and Bylaws before the membership tonight are the same documents that the Board and committee have been working on for the last year. He reminded the members, we had a meeting specifically addressing all the changes and why, and have mailed newsletters identifying and explaining the changes. Tom presented some examples of the changes:

- Removing reference to Declarant to simplify and shorten the document.
- Clearly state concrete driveways are HOA responsibility and are the common areas.
- Clarify that complete homeowner insurance is owners responsibility, the HOA does not carry any building insurance.
- Remove reference to water supply by association. Water is supplied by Ute Water and paid by individual owners
- Remove reference to working capital fund.
- Revise paragraph on Satellite dish installation to comply with federal law.
- Clarify paragraph 7.10 that owner caused damages include building elements maintained by the association.

Tom stated we need to have a quorum of 67% of the members and proxies present to vote on the issue, which we have. Summer Leigh Pearce made a motion to accept the new CCR's and Bylaws as presented. Hermie Fox seconded the motion and it passed unanimously, with fifty one (51) votes.

### **Formulate Policy Documents per State Law:**

Tom presented the three policies the Board of Directors have been working on in 2016:

- Policy regarding Adoption and Amendment of the Association Bylaws, Policies and Rules and Regulations
- Policy regarding Collection of Unpaid Assessments
- Policy regarding Enforcement of Covenants

Tom mentioned that the state law requires these policies and when the task is complete, we will have 12 policies. As the Board continues to work on additional policies, they will be posted on the Hamlet website.

### **Committee Reports:**

#### **How Can I Help The Neighborhood?**

#### **Join the Board:**

Tom began by urging members to volunteer to join the Board of Directors. He mentioned the process is relatively easy, most of the large projects have been addressed. Our bylaws allow three to five members. Currently we have three people identified as 2017 members of the board. If anyone is interested, they can contact anyone on the board or call the office and express your interest.

Tom suggested if anyone was interested in the details, they could read the controlling documents: CCR's, bylaws and policies. As an example – Article 9.1, insurance: Homeowners are responsible for providing complete fire and casualty insurance on their dwelling (not condo insurance). The Association does not carry any building insurance.

#### **Join a Committee:**

Tom opened the discussion by suggesting the joining one of four committees.

#### **Architectural Control Committee (ACC):**

**Landscape Committee** is chaired by Hermie Fox. The goal is to maintain the landscape, follow the plan, and review any landscape change request. Hermie mentioned the committee would like to have a representative from each cul-de-sac. She also reminded the members that the landscaping is over ten years old. The committee does a walk through in May, to determine how well the landscape is holding up, any dead plants, and generally observe, take notes and come up with a list of priorities.

**Architectural Change Review Committee** is chaired by Sue Parks. The main function of the group is to review any request for changes, required in writing on the prepared form, to the exterior of the structures and concrete issues. Any modification to the exterior of the home/structure requires an approval by the committee. Sue mentioned if you have any concrete issues, please contact to the committee to have the item reviewed

and if the issue meets with the guidelines, placed on the “to do list”. She reminded the members, the forms for this action are on the website.

**Maintenance Committee** is chaired by Tom Haas. The ongoing task of providing maintenance to the structures and selecting contractors to provide services such as, snow removal, concrete repairs, gutter cleaning, roof repairs, roof replacement, painting and private road repair. Tom mentioned if anyone was interested in assisting the committee or actually participating in the tasks, as long as you are able, to please make contact to determine the best approach. He also mentioned that if anyone was interested in monitoring the work performed by the service providers, to please let us know.

**Communications Committee** is headed up by Judy Brock and Cathy Pabst. They publish a quarterly newsletter – “Hamlet Happenings” and assist with the management of the HOA website content: [www.hamletatfountaingreens.com](http://www.hamletatfountaingreens.com) Judy mentioned that they are always looking for your input, comments, or questions. She went on to say they hand deliver the news letter to all the residences in the Hamlet as well as working with the office to mail out to all the owners.

Tom mentioned that the website houses the HOA governing documents, monthly financials, minutes, announcements, policies and much more information. He urged the members, when visiting the website, please register at the bottom of the home page by inputting your name and email address. This will add you to the Hamlet electronic mail list. Persons on this list can expect 3-5 emails per year with important information on Hamlet maintenance activities, meeting schedules, and general information. He concluded, the site is easy to use and if you have any questions, please ask a board member or contact the office.

**Landscape Committee Update:**

Tom stated the largest budgeted expense is landscaping. He gave the members a one page breakdown of the 2016 line items:

- Contract Service, weekly mowing & edging \$25,769
- Landscape repair 5,602
  - . Replaced 43 plants
  - . Replaced 2 trees
  - . Performed deep root feed 12 trees
  - . Landscape repair
- Irrigation system Repair 2,300

**Architectural & Landscape Control Committee Guidelines & Rules Document:**

Tom presented a slide that outlined the document. Any modifications to the exterior of the buildings or grounds, including structural or landscape, requires submittal of a written change request. He stated a typical request is to install a satellite dish. Federal law does not allow us to prevent or delay such installation. However, our desire is to place it in the most inconspicuous place possible and attach to the fascia board or on the roof over the eave. Remember, owner caused damage to the exterior will be billed to the owners account per Declaration paragraph 7.10

Tom mentioned the typical change requests and guidelines are included in the ACC guideline document. A change request form is also included. For a copy of the document, please contact the board secretary or view and print it from our website.

### **Maintenance Work 2016**

Tom presented a slide outlining the major maintenance categories:

- |  |          |
|--|----------|
| • Three concrete driveways repaired or replaced (\$9.50 sq ft) | \$10,592 |
| • November gutter cleaning                                     | 1,460    |
| • Siding repair and paint                                      | 673      |
| • Two roof leaks repaired                                      | 686      |
| • Snow removal   | 1,905    |
| • About 45 individual repairs over the last years              | 34,908   |

### **Community Communications**

Tom stated the quarterly newsletter “Hamlet Happenings” is put together, thanks to Judy Brock and Cathey Pabst. If you have any ideas or want to contribute, please contact Judy, Cathy or your board members. Visit your website for lots of information including:

- Current events and projects like when maintenance will occur.
- Association documents
- Financial records
- Contact phone numbers and email addresses
- FAQ’s

Visit Our Website At: <http://www.hamletatfountaingreens.com>

Tom presented the opening page of the Hamlet Website to show the members how easy it is to use the site. He pointed out the home page and all the options available to see. He then pointed out the HOA Documents section which contains all the financial information, the governing documents such as the CCR’s, Bylaws, Policies and more. He urged the members to use the site anytime they were curious about an issue.

### **2017 Budget Goals:**

Tom opened the discussion by explaining the budget has two parts, the annual operating expenses and the long term reserves. The budget goal – to spend wisely and save more. The goal is accomplished by reducing operating expenses where possible while maintaining the quality of the neighborhood. With a focus on ground maintenance which is 53% of the 2017 spend. Residents can help by performing minor tasks if able. Tom concluded by stating our task is to save sufficient funds to pay for future major expenses such as roof/gutter replacement, exterior painting and private road maintenance being the major future expenses, but not all.

### **2017 Annual Budget:**

Tom presented the 2017 Budget Worksheet. He pointed out the monthly assessment of \$155 will stay the same for the upcoming year, mostly because we had a good year with the operating expenses, ending the year with \$59,011 to be transferred to the reserve

accounts. He gave an overview of the budget highlighting the interest income from the reserve accounts CD's, Grounds, Roof Repair, Concrete Repair, Maintenance & Repair (paint) Units, Road Repair, Administration, Legal Fees, and Capital Reserves.

Summarizing the 2017 budget:

Annual Operating Expense Budget:	\$88,130
Reserves Funding Budget:	37,510
Total Budget:	\$125,640
Monthly Assessment:	\$ 155

**2017 Capital Reserves Analysis:**

Tom presented the 2017 Capital Reserve Analysis spreadsheet. He pointed to the various components as the HOA's responsibility's. Each component has a cost, an estimated life expectancy, and a projected replacement cost. The goal is to save enough money every year to build up the reserve account numbers so that we have the money to replace the item when it has met its life expectancy. In summary, Tom suggested that if we are able to set aside a minimum of \$53,540, per year, we should be able to our meet our goals. He reminded the members, one of the most difficult items to identify is future cost, inflation and future materials costs are difficult to pin down.

**Elect 2017 Directors:**

Tom opened the discussion by presenting a thank you card to retiring board members, Gerri Coffee and Sue Parks. Gerri has served a two year term and Sue has been Secretary for ten years.

Tom mentioned that he and Hermie were elected to one more year to comply with our bylaws and Judy was elected to her first two (2) year term on the boards and that Judy Brock has expressed her interest in joining the board of directors. He asked if there were any more volunteers, that most of the difficult tasks have been accomplished or at least well under way. Following the discussion, no one volunteered at the meeting. Tom suggested that if anyone was interested, please contact a board member.

Gerri made a motion to accept the volunteers, Tom Haas, Hermie Fox and Judy Brock as the 2017 Board of Directors. Gail Kelly seconded the motion and it passed unanimously with fifty one (51) votes.

Tom asked the members if there were any new business, questions or comments. Being no further business, the meeting was adjourned at 7:40 pm.